

U.S. PEACE CORPS



MANILA, PHILIPPINES

Invitation to Bid

Training Facilities for various US Peace Corps Events

US Peace Corps is a U.S. Government organization that supports over 7,800 Volunteers in more than 70 countries worldwide. In the Philippines, Volunteers provide services in the fields of Education, Youth Development and the Environment.

The Tudlo Mindanao project aims to improve English Education in Mindanao through teacher English proficiency and skills development and the capacity building of Parent, Teacher and Community Associations (PTCAs). Tudlo Mindanao holds several training events throughout the year.

As such, the US Peace Corps is posting this bid request for a venue for the Tudlo Mindanao back-to-back event in July. We are in search of venues that could accommodate the following events.

Training Event	Target Date	Estimated no. of pax
Teaching Methodologies Workshop I	July 18 -24, 2010	40-50
Teaching Methodologies Workshop II	July 25 - 31, 2010	40-50

Facility Basic Requirements:

- Venue should be located within the Province of Cebu or Baybay, Leyte.
- Provision of lodging accommodation with complete meals (including snacks) for all participants composed of Filipinos and Americans.
- Lodging arrangements should be good for single to triple occupants per room and with enough closet space.
- Availability of a Plenary Hall or a large Function area that can seat a max of 50 participants, equipped with audio and video systems including a projector screen and white board. Plus availability of free flowing coffee and water.
- Availability of 3 smaller rooms good for 15 people as break-up rooms.
- Availability of a secretariat room that seats about 5-10 people.
- Availability of prayer rooms for Muslim participants, one for male and female.
- Preferably, all rooms should be air-conditioned or at least well-ventilated and with adequate bathroom facilities.
- Availability of various amenities for recreation and outdoor activities.
- Availability of WIFI Internet access in all function rooms.
- Provision of Bus service pick/drop off between airport/pier and venue.
- Accessibility by public transportation.
- Proximity to a hospital, a pharmacy and a mall is an advantage.

Contract Specifications can be obtained by sending an email request to **Ms. Shiela San Jose**.

Written bids must be received by by US Peace Corps on or before **May 12, 2010** through the following:

Email: ssanjose@ph.peacecorps.gov

Mail: Shiela San Jose
General Services Coordinator
US Peace Corps Philippines, P.O. Box 7013 Airmail Distribution Center, NAIA 1300, Pasay City

Fax: (02) 833-6425